

The Revised Draft Budget Programme 2011/12

When?	What?	Who is involved?
April	Indicative budgets 2011/12 to 2013/14 updated from Council Tax setting	Executive Director of CS Head of Finance & ICT Manager of Accounting
April - May	Scrutiny of indicative budgets and update for further new pressures identified Draft Financial Strategy reported for comment & input to CMT	Executive Director of CS Head of Finance & ICT Manager of Accounting
May	Draft financial strategy reported to the Strategic Finance Working Group	Executive Director of CS
7 July	Budget Guidance issued to relevant persons	Head of Finance & ICT Manager of Accounting CMT
July	Departments to supply listing of savings options to Corporate Finance.	All Executive Directors Head of Finance & ICT
August	CMT meet to consider budget savings options.	CMT Head of Finance & ICT Manager of Accounting
27 August	Detailed revenue budgets to be received by Corporate Finance: 2011/12	All Executive Directors Executive Director of CS Head of Finance & ICT Manager of Accounting
September	Detailed revenue budgets submissions to be received by Corporate Finance: 2012/13 2013/14	All Executive Directors Executive Director of CS Head of Finance & ICT Manager of Accounting
September	Finance scrutiny of budgets Compilation of consolidated reports and analyses. Control assumptions applied.	Manager of Accounting
October	Update to the Strategic Finance Working Group regarding the budget process to date	CMT
October	Directors meet individually with Chief Executive to discuss plans, budgets (including growth items, savings options & burdens).	Chief Executive All Directors Executive Director of CS Head of Finance & ICT Manager of Accounting

When?	What?	Who is involved?
14 October	Special Council Meeting to consider mid year spending review.	All Members CMT Executive Director of CS Head of Finance & ICT Manager of Accounting
November	Report to SFWG on draft budget 2011/12 and savings options	Members of SFWG Chief Executive Executive Director of CS Head of Finance & ICT Manager of Accounting
December	Changes to settlement announced	Executive Director of CS Head of Finance & ICT Manager of Accounting
December	Agree balanced estimates book issued to all Members, with alternative savings options	CMT Executive Director of CS Head of Finance Manager of Accounting
December	Special Council Meeting at which time the Administration's draft budget proposals will be presented.	All Members Finance Convenor CMT Executive Director of CS Head of Finance & ICT Manager of Accounting
January	Public Consultation Meetings	Council Leader Finance Convenor CMT Head of Finance & ICT
27 January	Budget day	All Members Finance Convenor CMT Executive Director of CS Head of Finance & ICT Manager of Accounting
March	Financial Strategy to be updated and presented to SFWG	Executive Director of CS